KEYING

♦ Determine if the application should be approved or denied to avoid incorrectly approving cases that should be denied.

♦ Prioritize keying denials to eliminate potential fraud; recommend separate keyers; separate baskets

♦ Do a thorough name search. If you discover an applicant is receiving in another case or has a pending FNS app, notify case supervisor so that is can be resolved. Line through individuals who are receiving in other cases and note the FNS PDC.

♦ Notify supervisor immediately if you become backlogged in keying.

♦ File completed cases in the designated location, separating approvals and denials.